

Operational Team Uniforms

Uniform Policy

Introduction

This uniform policy applies to all Cleaning Service Staff across Queen Mary sites. The policy outlines the uniform requirements for maintenance operatives, cleaning operatives, handyperson/porter and team leaders. Uniforms are allocated twice a year. It is the responsibility of staff to report to your respective SM/ESI if there are issues with your uniform. This guidance on uniform allocation and standard of dress is inclusive of all employees, including trans and non-binary employees. All employees are encouraged to wear the uniform as outlined below that they feel most comfortable in. Employees who are gender fluid can request to have multiple uniforms from items outlined below for your respective role.

Maintenance Operatives:

- Staff will be provided with 5 polo t-shirts in blue, 2 jumpers, 1 body warmer, 1 Fleece, 3 combat work trousers.
- They will also be provided with an all-weather jacket, woolly hat, bump cap and British standard safety foot wear and British standard safety wellington boots.
- Staff members may wear their own scarf.
- Only wedding bands, ear studs or sleepers and a watch may be worn. Single chain necklaces may be worn if not visible.
- Hair must be clean and tidy, and tied in a ponytail or bun if longer than shoulder length.

Cleaning Operatives:

- Staff will be provided with 3 short and 3 long Burgundy Polo Shirts, 1 Black Fleece, 2 Black Tabards, 1 winter Jacket, 1 winter hat, 1 gillett
- Staff members must wear their own black non-slip, non-fabric shoes. Staff members performing operations requiring non slip or wellington boots as part of their RAMS will be provided with such.
- Staff may also wear plain black headscarves, and plain black woolly hats in cold weather.
- Only wedding bands, ear studs or sleepers and a watch may be worn. Single chain necklaces may be worn if not visible.
- Hair must be clean and tidy, and tied in a ponytail or bun if longer than shoulder length.
- Minimal make up and clear or natural nail varnish is permitted.
- Only wedding bands, ear studs or sleepers and a watch may be worn. Single chain necklaces may be worn if not visible.
- Hair must be clean and tidy, and tied in a ponytail or bun if longer than shoulder length.

Handyperson/Porter:

- Staff will be provided with a Burgundy Polo shirt, Black Fleece, Black Trousers. They will also be provided with an overcoat, gloves, woolly hat, caps and safety boots.
- Staff members may wear their own scarf.
- Only wedding bands, ear studs and a watch may be worn. Single chain necklaces may be worn if not visible.

Team Leaders:

- Staff will be provided with a Burgundy Blouse/Shirt, Black suit jacket and trousers, and a fleece. Staff may also wear their own plain black headscarf. They will also be provided with an overcoat, gloves, woolly hat
- Only wedding bands, ear studs or sleepers and a watch may be worn. Single chain necklaces may be worn if not visible.
- Hair must be clean and tidy, and tied in a ponytail or bun if longer than shoulder length.
- Minimal make up and clear or natural nail varnish is permitted.

All staff:

- All staff are expected to adhere to the uniform guidance outlined in this policy. If you have any concerns relating to your uniform, please contact your line manager.
- Any uniform damaged by work activities will be replaced, please speak to your line manager.
- All staff are provided with a staff ID card and Professional Services lanyard, which must be carried with them at all times. Should this be lost please speak to your line manager to arrange a replacement.